

Analysis Training Branch/OT&E/DDA

Analysis Training BR/OT&E

130

Analysis Training Broch/OTE
MUC

STAT

accepting -

C/ATB

HMAAB Ceremony - 23 Nov. 1983

Presented by: Mr Biggo

Page Denied

STAT

Next 1 Page(s) In Document Denied

al No. _____		RECOMMENDATION FOR HONOR OR MERIT AWARD		Case No. _____
Name of Employee <i>Analysis Training Br / OTE</i>		Grade —	Office of Assignment <i>OTE/DDA</i>	
Date Form 600 Received <i>3 October 83</i>		Award Recommended <i>MUC</i>		Type
Date Security Approval Requested — Received		Custody	Released	
Date of HMAB Approval <i>11 October 1983</i>		Award Approved <i>MUC</i>		
Date of DCI Approval <i>14 Oct 83</i>		Award Approved <i>MUC</i>		
Retirement Date —		Retirement System —		
Ceremony Brief	Date Guest List Received	Date HMAB Ceremony <i>23 Nov 1983</i>		
Date Photographs Forwarded	Previous awards if any:			
Comments <i>10 Jan 1984 - received photographs</i> <i>11 Jan 1984 - send photo to Mr. Briggs for signature</i> <i>27 Jan 1984 - Received signed photos:</i> <i>John: I was particularly pleased to have been the one to present to you as spokesman for the Analysis Training Branch the Agency's meritorious Unit Citation. My congratulations again to each member of the Branch. /s/ Chuck Briggs.</i> <i>30 Jan. 1984 - sent photos to</i> <i>STAT</i> <i>926, Coy C.</i> <i>- CASE CLOSED -</i>				

CEREMONY CHECKSHEET

Name of Awardee Analysis Training Branch, OTE

Home Phone: _____

Office Phone: _____

Award: MUCContact Point (if not awardee) _____ STAT
Phone: _____ STATCeremony Date: Wed, 23 NovTime: 1430Presenter: Ex DirConference Room: DCIBooked: 27 NovNote to staff 2 Nov

Greeting by Office/Division Chief Arranged: _____

Suggested Comments for DDCI Arranged: _____

Personal Brief Requested: _____ Received: _____

Photographer Called: ✓ Requisition #: assign # 895Guest List Received: 11/8/83 Guest List Called: _____

OPF Requested (when needed): _____ OPF Recieved: _____

Length of Service Certificates Requested: _____ Received: _____

Citation Written: _____ Typed: _____

Bullets Prepared (when needed): _____ Typed: _____

Scenario Prepared (when needed): ✓ Typed: ✓Formal Guest List Typed: ✓ Outside Guest List Prepared: ✓Photo Requisition Typed: 140-107-84 Labels for Chairs: ✓5x8 Card Typed for Citation Reader: ✓ Awards Gathered/Framed: ✓Need ☐ Yes No ✓ ☐ Prepared: _____ STATCopy of ☐ to Retirement Division: _____ STATName to be sent to ☐ Yes _____ NO ✓ Added to List: _____ STAT

Photos Received _____ Photos sent for Inscription _____

Photos Mailed to Awardee _____

Case Closed _____

11/1/83 MEE - pls call ☐ to get ceremony date . STATWeek of 21 Nov
or 19 Dec - 20, 21, 22 Dec11/8/83 ☐ will accept on behalf of awardee STAT

MERITORIOUS UNIT CITATIONS

NAME OF UNIT: Analysis Training Branch / OT & E

COMPONENT/DIRECTORATE RECOMMENDING AWARD: _____

DATE RECEIVED: 3 Oct 1983

BY: _____

STAT

C/PB _____

TO Charleen
~~Dennis~~:

STAT

Log in Black Notebook ✓
Make File ✓TO Charleen to prepare for HMAB meeting ✓

(Date Received)

Check to Ensure Enough Copies _____
Make Tab for MUC Notebook ✓BOARD MEETING DATE: 11 Oct 83BOARD ACTION: Approved ✓

Disapproved _____

Deferred _____

Suspense _____

TO Charleen/Sharon to prepare folder for approval: 14 Oct 83

TO C/PB after approval _____

10/18/83

STAT

Log in approval folder _____
Order Certificate 10/18

STAT

TO DC/PB for Information _____

10/18

STAT

TO Charleen/Sharon

Prepare Memo for the Record 19 Oct
Prepare Notification Memorandum 19 Oct

TO C/PB for Release to DC/BSD _____

TO Charleen/Sharon File in "Pending Presenta-
tic

Upon Receipt of "Return Copy":

TO Charleen to attach "Ceremony Checklist"
TO C/PB*ExDir will present*

MEMORANDUM FOR: HMAB Members

A MUC was previously awarded to the
 for its contributions from
1 December 1981 - 1 October 1982. We have underlined
in red, on the new recommendation, those employees who
were also included in the old recommendation.

STAT
STAT

STAT

Date

FORM 104 USE PREVIOUS EDITIONS

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Protocol Branch
7E31, Headquarters

EXTENSION

NO.

DATE

22 November 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Director
7D55, Hqs

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are the papers for the Honor and Merit Awards Ceremony to honor the Analysis Training Branch/OTE/DDA, Wednesday, 23 November 1983, at 2:30 p.m., in the DCI Conference Room.

MEMORANDUM FOR: Mr. Briggs

Fourteen of the eighteen ^{awardees} awards are expected to attend the ceremony. I have marked the awardees' names by a red check before their names on the guest list.

☐ Chief of the Branch, will accept on behalf of the other awardees.

Since this is a DDA unit whose work benefits the DDI, I think it would be nice to have both Messrs. Fitzwater and Gates in the second photo.

Date

FORM 101 USE PREVIOUS EDITIONS

FORM 1-79

610 USE PREVIOUS EDITIONS

CONFIDENTIAL

HONOR AND MERIT AWARDS CEREMONY

DCI Conference Room - 7 D 64

Wednesday, 23 November 1983

2:30 p.m.

Presentation by Mr. Charles A. Briggs
Executive Director

MERITORIOUS UNIT CITATION

Analysis Training Branch
Office of Training & Education/DDA

(Accepting -)

25X1

Mr. Harry E. Fitzwater
Mr. Robert M. Gates

25X1

Mr. Richard J. Kerr

25X1

CONFIDENTIAL

C O N F I D E N T I A L

Executive Director Presentation of the Meritorious Unit Citation
toAnalysis Training Branch
Office of Training and Education
Directorate of AdministrationWednesday, 23 November 1983
2:30 p.m.
DCI Conference Room

SCENARIO

- 1415 Chief, Protocol Branch will meet [] in the 7th floor reception area. 25X1
[] is Chief of the Analysis Training Branch and will accept the award 25X1
in behalf of the other awardees.)
- 1420 [] Acting Director of Training and Education, will greet [] in 25X1
the reception area.
- 1425 Chief, Protocol Branch will escort the Executive Director to reception area to 25X1
greet []
- 1430 Deputy Chief, Protocol Branch will seat [] 25X1
- Executive Director Remarks
- Executive Director will invite [] to join him for reading of citation 25X1
by [] 25X1
- Chief, Protocol Branch will provide Meritorious Unit Citation to Executive
Director.
- Executive Director presentation of Meritorious Unit Citation to [] 25X1
(photograph).
- Executive Director will invite Mr. Fitzwater and Mr. Gates to join them for
another photograph.
- Executive Director will invite other attendees to extend congratulations 25X1
to []

UNCLASSIFIED when detached
from CONFIDENTIAL material

C O N F I D E N T I A L

25X1

CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit eight copies with: description of performance or service warranting award; biographic profile; latest performance appraisal report; and unclassified citation)

25X1

1. SOCIAL SECURITY NO. N/A			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) See attached narrative and listing of personnel			3. POSITION TITLE N/A		
4. GRADE	5. YOB	6. SD	7. OFFICE OF ASSIGNMENT OTE/IT/ATB	8. EXTENSION	9. RECOMMENDED AWARD Meritorious Unit Citation			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED September 1982 - October 1983				11. IF RETIRING, DATE OF RETIREMENT N/A		12. POSTHUMOUS YES NO		
13. HOME ADDRESS (include ZIP CODE) N/A				14. NAME OF SPOUSE N/A		15. HOME PHONE		

Have any other persons received or been recommended for an award for this service or act?

- ☐ yes (If yes, attach list of full names and awards.)
☐ no

TITLE Director of Training and Education	EMPLOYEE MAKING RECOMMENDATION [Signature]	DATE 9/15/83
HEAD OF [] CAREER SERVICE (Career service of nominee)		DATE 21 SEP 1983
DEPUTY DIRECTOR OF CAREER SERVICE		DATE 21 SEP 1983
DEPUTY DIRECTOR OF OPERATING COMPONENT		DATE 30 SEP 1983

25X1

REPORT OF HONOR AND MERIT AWARDS BOARD

The Honor and Merit Awards Board having considered the foregoing recommendation on 11 October 1983:

- ☒ recommends approval
☐ does not recommend approval
☐ recommends award of

REMARKS

APPROVED

SIGNATURE

Director of Central Intelligence

DATE

14 OCT 1983

MERIT AWARDS BOARD

OCT 13 1983

25X1

CONFIDENTIAL

CLASSIFY AS APPROPRIATE

CONFIDENTIAL

OTE 83-1136

15 September 1983

MEMORANDUM FOR: Chairman, Honor and Merits Award Board

VIA: Associate Deputy Director for Intelligence
Deputy Director for AdministrationFROM:
Director of Training and Education

25X1

SUBJECT: Recommendation for Award of Meritorious Unit Citation
to the Analysis Training Branch of the Office of
Training and Education

1. It is recommended that the Analysis Training Branch, Intelligence Training Division (ATB/IT) be awarded a Meritorious Unit Citation for its exceptional performance in developing a curriculum which is highly relevant to Directorate of Intelligence (DI) training needs and for the quality and speed of its response to increased DI training requirements over the past year.

2. As a result of the exceptional efforts by ATB, the analyst training curriculum is perceived by senior DI management as highly relevant to the needs of the Directorate. This positive attitude has developed through a series of deliberate actions which are over and above the normal duties of the Branch. Foremost has been the sustained effort by the Branch to open the curriculum to DI management review. For example: the Branch officer initiated periodic surveys to determine training requirements, including personal interviews with office and deputy office directors; they carried out surveys of DI analysts and branch chiefs; they have sponsored meetings with groups of senior and first-level managers; and they have taken care to coordinate all new training programs with the Associate Deputy Director for Intelligence (ADDI) and the DI . Many levels in the DI now perceive the analyst training program as their program and have confidence in the ability of the Branch to effectively train analysts. Indeed, Mr. Kerr (ADDI) in a letter of commendation to the Branch following a two-day meeting with his office directors commented: "...I think all our participants came away with the distinct impression that the training of our analysts and junior managers is in good hands."

25X1

3. Throughout the year, ATB has responded in an exceptional manner to DI requests to design and implement new training courses. Selected examples illustrate this responsiveness.

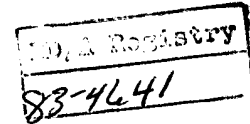
25X1

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RETURN COPY



21 OCT 1983

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Administration

FROM:
Recorder, Honor and Merit Awards Board

STAT

SUBJECT: Meritorious Unit Citation - Analysis Training Branch,
Office of Training and Education/DDA

1. The Honor and Merit Awards Board is pleased to notify you that the Meritorious Unit Citation has been approved for the Analysis Training Branch, Office of Training and Education, Directorate for Administration. A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of the award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.

STAT

Attachment

Awardee notified of award on

10/27/83
(date)

by

D/OTE

Awardee can be reached on

C/ATB/OTE

Comments:

STAT

21 OCT 1983

MEMORANDUM FOR THE RECORD

FROM:

Recorder, Honor and Merit Awards Board

STAT

SUBJECT: Meritorious Unit Citation - Analysis Training Branch,
Office of Training and Education

On 14 October 1983 the Executive Director approved award of the Meritorious Unit Citation for the Analysis Training Branch of the Office of Training and Education, DDA, in recognition of the outstanding performance displayed by the following employees from September 1982 to October 1983:

STAT

21 OCT 1983

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Administration

FROM:
Recorder, Honor and Merit Awards Board

STAT

SUBJECT: Meritorious Unit Citation - Analysis Training Branch,
Office of Training and Education/DDA

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MEMORANDUM FOR THE RECORD

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Recorder, Honor and Merit Awards Board

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STAT

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CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit eight copies with: description of performance or service warranting award; biographic profile; latest performance appraisal report; and unclassified citation)

25X1

1. SOCIAL SECURITY NO. N/A			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) See attached narrative and listing of personnel			3. POSITION TITLE N/A		
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13. HOME ADDRESS (include ZIP CODE) N/A				14. NAME OF SPOUSE N/A		15. HOME PHONE		

Have any other persons received or been recommended for an award for this service or act?

- ☐ yes (If yes, attach list of full names and awards.)
☐ no

TITLE Director of Training and Education	EMPLOYEE MAKING RECOMMENDATION (Signature)	DATE 9/15/83
HEAD OF <u>I</u> CAREER SERVICE (Career service of nominee)		DATE 21 SEP 1983
DEPUTY DIRECTOR OF CAREER SERVICE		DATE 21 SEP 1983
DEPUTY DIRECTOR OF OPERATING COMPONENT		DATE 30 SEP 1983

25X1
ZDAI

REPORT OF HONOR AND MERIT AWARDS BOARD

The Honor and Merit Awards Board having considered the foregoing recommendation on 11 October 1983:

- ☒ recommends approval
☐ does not recommend approval
☐ recommends award of

REMARKS

APPROVED

SIGNATURE

25X1

Charles A. Buehler
 Director of Central Intelligence
 DATE
 14 OCT 1983

MERIT AWARDS BOARD

OCT 13 1983

CONFIDENTIAL

CLASSIFY AS APPROPRIATE

Page Denied

CONFIDENTIAL

OTE 83-1136

15 September 1983

MEMORANDUM FOR: Chairman, Honor and Merits Award Board

VIA: Associate Deputy Director for Intelligence
Deputy Director for Administration

25X1

FROM: 
Director of Training and Education

25X1

SUBJECT: Recommendation for Award of Meritorious Unit Citation
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3. Throughout the year, ATB has responded in an exceptional manner to DI requests to design and implement new training courses. Selected examples illustrate this responsiveness.

25X1

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PROPOSED CITATION

The Meritorious Unit Citation is hereby awarded to the Analysis Training Branch, Intelligence Training Division of the Office of Training and Education (ATB/IT/OTE) in recognition of its meritorious service in responding to exceptional demands placed upon it. Through extraordinary effort and dedication, the Branch has developed and sustained a highly professional curriculum relevant to the critical training needs of the Directorate of Intelligence. The responsiveness, innovative approaches to instruction, commitment and skill in teaching analytical methods have significantly enhanced the Directorate's training mission and, through it, the quality of finished intelligence. The conduct and success of this training has resulted in the development of a spirit of cooperation and mutual trust between the Directorate of Intelligence, the Office of Training and Education, and the Analysis Training Branch. The Branch's contribution to the Directorate of Intelligence has been such as to reflect great credit on it, the Central Intelligence Agency and the Federal Service.